



State of Washington

SPACE PLANNING DATA SHEET

Last updated: October 2017

Instructions: This form should accompany the Modified Pre-Design and is to be completed for all new leases, purchases, relocations or expansions over 500 square feet. This tool is designed to provide an estimated rentable square footage. Refer to the State Facilities Workplace Strategies and Space Use Guidelines for more information.

Data supplied in this document will be used to:

- Evaluate the agency's request for space
- Develop the request for proposal or market search for space
- Evaluate qualifying proposals ability to meet the program needs
- Assist in developing a space plan

The following pages include summary instructions at the top of each page.

Project Summary Information (compiled from the following tables)

Project Title:	PLIA Relocation	Date Submitted:	N/A
Existing Facilities Total Square Feet:	2,417		
Facility Area Summary		Planned	
Square Feet for Workspaces			1,760
Square Feet for Meeting & Focus Space			1,000
Square Feet for Office Support			150
Square Feet for Storage & Files			465
Square Feet for Program Special			0
Occupant Area			3,375
Base Building Circulation (40% of Total Occupant Area)			1,350
Usable (Total Occupant Area + Base Building Circulation)			4,725
Building Service and Amenity Areas (10% of Usable Square Feet)			473
Total Rentable Square Feet			5,198
Square Feet for Warehouse and Special Equipment (Not in Circulation Area)			0
Total Project Square Feet			5,198
User and Workspace Summary		Existing	Planned
Resident		20	23
Internally Mobile		0	0
Externally Mobile		0	0
Remote		1	1
Vacant		0	0
Total Users		21	24
Total Offices		6	6
Total Workstations		14	14
Total Mobile Benches		2	4
Total Touchdown Spaces		0	0
Total Workspaces		22	24
Rentable Square Feet Per Users		115	217
Rentable Square Feet per Workspaces		110	217

Percent of Workspaces to Number of Users	104.8%	100.0%
Planned User Growth		14.3%
Planned Workspace Growth		9.1%

PROJECT TITLE: PLIA Relocation **Date: N/A**

Instructions: Identify the types of other office support areas that are necessary for this facility. See the guide below the table for types of space and their definitions to consider in this category.

OFFICE SUPPORT

TYPE OF SPACE	SPACE CALCULATION				NOTES
	SQUARE FEET PER SPACE	EXISTING QUANTITY	PLANNED QUANTITY	TOTAL PLANNED SQUARE FEET	
Break/Social Hub	150	-	1	150	
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TOTAL SQUARE FEET FOR OTHER OFFICE SUPPORT AREAS				150	

SPACE TYPE	DEFINITION
Wellness	A semi-enclosed or enclosed space provided for staff.
Lactation Space	An enclosed space that is sanitary, safe and private, and not a restroom, that allows for breastfeeding or expressing breast milk.
Break/Social Hub	A multipurpose space that is open, semi-enclosed or enclosed that provides opportunities for people to connect with colleagues, perform concentrative or interactive work, and enjoy beverages and food.
Shower	
Staff Lockers	
Print/Scan	
Telecom/LAN	

[illegible]

PROJECT TITLE: PLIA Relocation				Date: N/A	
Instructions: Identify the types of special areas that are necessary for this facility. See the guide below the table for types of space to consider in this category.					
PROGRAM SPECIFIC AREAS					
	SPACE CALCULATION				
TYPE OF SPACE	SQUARE FEET PER SPACE	EXISTING QUANTITY	PLANNED QUANTITY	TOTAL PLANNED SQUARE FEET	NOTES
Not applicable				-	
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SPACE TYPE	
Hearing & Interview	Laboratory
Health Care Delivery	Secure Storage
Service Delivery Lobby	Entrance Lobby
Client Restrooms	Emergency Operations Center

LOCATION AND SITE REQUIREMENTS

Instructions: The information in this section will define the geographic location and site requirements for the proposed new space. The information will be used to develop the Request for Proposals or Market Searches.

Provide requested geographic boundaries:

Olympia/Lacey/Tumwater

Location restrictions, if any:

PLIA is required by RCW to be in the try city area of Thurston County.

Define the service area using zip codes, cities, counties, or regions:

PLIA serves customers across the entire state.

Describe any important adjacencies, such as proximity to a courthouse, a community partner, etc:

none.

Define any public transportation requirements:

none.

Define any access requirements to major routes of travel:

note.

Describe preferences for access and storage for alternative transportation modes (bicycles, motorcycles, vanpools, charging stations for electric vehicles):

PLIA has employees who carpool and bike to work. We don't yet have anyone who drives an EV.

Describe any special site requirements (access, large turning radius, etc.):

none.

Describe any special pedestrian access requirements:

none.

Will this facility house public employees that may also serve the general public?

☒ Yes ☐ No

Describe any unique parking requirements:

We will need to have parking available for employees and our customers.

Note: Generally, space is acquired with jurisdictional code parking. If the agency requires parking in excess of the jurisdictional code, information can be found on the DES website. Parking needs above code will be defined using the established DES policies and resulting number of stalls should be included in the request for proposals or market search.